



These are the questions that agencies will need to answer as part of their application for an Organizing the File Room grant.

### Public Records Disclosure and Management Statistics

*Note: Some of the following questions ask for an average over the last two years. To calculate this number please add the totals from the last two years and then divide by two. For example, 40 requests in 2022 + 60 requests in 2023 = an average of 50 requests annually.*

*Note: Please provide information for your whole agency (City of, Town of, etc.), and all records, not just your particular department of the agency or records applicable to the grant.*

- How many public disclosure requests (PDRs) does your agency receive annually? Please give the average over the last two years.
  - Fewer than 50 PDRs
  - Fewer than 100 PDRs
  - Fewer than 500 PDRs
  - Fewer than 1,000 PDRs
  - Fewer than 5,000 PDRs
  - More than 5,000 PDRs
- How many staff hours, on average, does it take to fulfill each PDR?
  - Less than 30 minutes
  - Less than 1 staff hour
  - Less than 2 staff hours
  - Less than 5 staff hours
  - Less than 10 staff hours
  - More than 10 staff hours
- How many requests, over the last two years, have taken staff *over* five days to fulfill?
  - Fewer than 50
  - Fewer than 100
  - Fewer than 250
  - Fewer than 500
  - Fewer than 1,000
  - Fewer than 5,000
  - More than 5,000
- How much does your agency spend fulfilling PDRs? Please give the average cost over the last two years including employee pay and legal fees.
  - Less than \$1,000
  - Less than \$25,000
  - Less than \$100,000
  - Less than \$250,000



- Less than \$500,000
  - Less than \$1,000,000
  - More than \$1,000,000
- How many staff are responsible for responding to PDRs as their primary responsibility?
- Zero Full-Time Equivalents (FTEs)
  - We have dedicated staff, but less than one FTE
  - One FTE
  - More than one, but fewer than ten FTEs
  - Ten or more FTEs
- How many staff are responsible for managing records retention and destruction as their primary responsibility?
- Zero FTEs
  - We have dedicated staff, but less than one FTE
  - One FTE
  - More than one, but fewer than ten FTEs
  - Ten or more FTEs
- Does your agency have a grant writer on staff?
- We do not have a grant writer
  - We have someone who serves as our grant writer part-time
  - We have someone who serves as our grant writer full-time
  - We have more than one full-time grant writer
  - Other – Please explain
- Which of the following technology tools does your agency currently have?
- Enterprise content management (ECM)
  - PDR management
  - PDR management with a public facing portal
  - Social media capture
  - Text message capture
  - Redaction software
  - Document sharing software
  - Large format scanners (documents 11"x17" and larger)
  - Standard size scanners (documents up to 8.5"x14")
  - Commercial shredder
  - Other – Please explain

Local Records Grant Application – Organizing the File Room

- How much money are you requesting?
- Will this amount cover the entire project?



- Yes
- No
- If not, how much additional funding will your agency contribute to complete the project?
- If you were offered a lower amount than requested, would you still accept the award and go through with the project? (This usually only happens when one or more of the expenses requested are ineligible for funding.)
  - Yes
  - No
- Will this project be funded in-house if you don't receive a grant?
  - Yes
  - No
  - Maybe/Unsure
- Through this project, do you intend to transfer archival records that have met their required retention to Washington State Archives?
  - Yes
  - No
- Through this project, do you intend to destroy non-archival records that have met their required retention?
  - Yes
  - No
- Please estimate how many cubic feet of disorganized records you intend to address with this project. (One cubic foot = one standard sized bankers box.)
  - Less than 50 ft<sup>3</sup>
  - Less than 100 ft<sup>3</sup>
  - Less than 250 ft<sup>3</sup>
  - Less than 500 ft<sup>3</sup>
  - Less than 750 ft<sup>3</sup>
  - Less than 1,000 ft<sup>3</sup>
  - More than 1,000 ft<sup>3</sup>
- What department(s) or work unit(s) created these records?
- These grants cannot be used to cover work already done, products already purchased, or contracts already signed. Have you already purchased or signed a contract for any products or services that you plan to cover with this grant?
  - No
  - Yes (Choosing "Yes" will disqualify your application)



- How much are you requesting for temporary staff time?
- How do you intend to use temporary staff?
  - Pay an existing, part-time employee to work increased hours, up to 40hrs/week. *(Preferred)*
  - Hire a new temporary employee to take over certain staff duties so that existing staff can work on the organizing project. *(Preferred)*
  - Hire a new temporary employee to work directly on the organize project under close supervision by existing staff.
  - Please explain why it is necessary to have temporary staff work directly on the organize project. What public records training will be provided for the temporary employee?
- How many temporary staff hours will you need to complete the project? Tip: The complexity of the records can significantly impact the amount of time the project takes. In general, we suggest requesting 1 hr per box of records + 40-80hrs for training, orientation, etc.
- What is the estimated per hour rate for your temporary staff?
- I understand that grant funds cannot be used to cover any overtime hours or existing staff hours, and cannot cover hiring an outside records consultant.
- How much are you requesting for all-metal shelving?
- If you currently have any all-metal shelving, how many records boxes are you able to safely store on them?
- How many records boxes will the new shelving be able to hold?
- I understand that grant funds cannot be used to purchase non-metal shelving.
- I understand that grant funds cannot be used to purchase rolling shelving (any mobile shelving that requires tracks to be installed on the floor).
- How much are you requesting for file cabinets?
- How many standard size file cabinets do you intend to purchase? (for legal or letter sized paper)
- How many over-size file cabinets do you intend to purchase? (for maps, blueprints, etc.)
- I understand that grant funds cannot be used to purchase non-metal file cabinets.
- I understand that grant funds cannot be used to purchase “fire-safe” file cabinets.
- How much are you requesting for State Archives boxes (1 bundle of 10 boxes = \$38.00)?
- I understand that any records boxes purchased with grant funds must be State Archives boxes.



- How much are you requesting for records destruction?
- Will the records be destroyed on-site?
- Will you be using a vendor for records destruction? Which?
- What method will you use to destroy the records?
- How much are you requesting for filing supplies (folders, labels, etc.)?
- Please list the filing supplies you intend to purchase.
- How much are you requesting for other expenses?
- Please list the other expenses you intend to purchase and explain why they are necessary to complete this project.
- What concerns are you hoping to address with this project? How will this project solve or alleviate these issues? (select all that apply) (*Short answer for each*)
  - We are struggling to keep our paper records organized and indexed. This has made records difficult to locate for internal needs or public records requests, and has prevented regular disposition of records that have met their retention.
  - We have recently had one or more long-term employees leave the agency, and they left behind a large volume of disorganized records. Or we have recently lost the only person/people who knew how to find records in our storage space.
  - We have inherited a significant number of unorganized records.
  - We have records with very different retention requirements filed together. We intend to weed out the short-term records so that we are only storing what actually needs to be retained. (*Please estimate the percentage of records that you expect to be able to weed out*).
  - We have long-term records that we would like to prepare for a future digital imaging project (weeding out short-term or transitory records, removing binders/staples/paperclips, creating an index or inventory, etc.).
  - We are concerned about environmental hazards (e.g. pests, flooding, mold, etc.) that are causing accelerated deterioration to our paper records, and/or potential disasters that could damage or destroy our paper records.
  - Our current records storage shelving and cabinets are old and worn-out; made from wood or particle board; cannot hold all of the records we need to store; and/or no longer meet the needs of the agency.
  - We do not have adequate storage for our oversized records, or we have physical records on various other media types (e.g. cassette tapes, microfilm, etc.) but do not have an adequate storage system to keep them safe, organized, and accessible.



- We have more records than we can store on-site and have had to store records in other buildings near ours. Or we have had to use the services of a records storage vendor.
  - We're moving to a new office.
  - Other concerns not mentioned above.
- What is your plan/project schedule to complete the work by the end of the grant period? Please include a timeline.
- What staff will be helping with the project? What are their positions? How will they be helping?
- What new procedures/training will be in place to prevent the file room from becoming disorganized again?
- In preparation for this project, have you used any of the following resources?
- Washington State Archives training
  - Washington State Archives consultation
  - Had a draft of the application reviewed by Washington State Archives before submission
  - Records and Information Management (RIM) training from another organization
  - RIM consultation from another organization
  - Previous Local Records Grant recipient (For instance, using an Organize the File Room grant to prepare records for imaging, etc.)
  - Other – Please explain
  - None of these
- Organizing the File Room applicants must include photos of the stated problem area(s). *(Attachments)*